
Station Configuration

Before using MAT Station Administration, you must install and configure the software. Refer to *MAT Common Services User Guide* for installation instructions.

Overview

MAT Station Administration supports creation, maintenance, manipulation, and reporting of single and multi-line station data and Call Party Name Display (CPND) information. Station data defines the setup for each user connected to the Meridian 1 system.

Station data can be collected from the Meridian 1 system, or can be created within MAT. You can manipulate this data within MAT and upload it to update the Meridian 1 database.

Each site has a number of stations you can set up each station individually. In practice, many stations will have features in common. All features of any station can be set individually, or in groups with common criteria. The Station Configuration module lets you create many stations with identical features using templates. However, those features that can be considered unique for a station (such as DN, TN, name, and location) are accessible through a dialog that graphically represents the appearance of the instrument at that station. All other features are accessible from this dialog through function buttons.

Station Data Considerations

You should be aware of the following considerations when operating the Station Configuration module:

Location

The MAT application uses one field (Location) in the station database to identify and index a station record. Station data records are stored and retrieved by the value in this field. Since this is the primary identifier for a station within MAT, each station must be assigned a unique Location value. A new station cannot be created in MAT until you assign a unique Location value. Furthermore, Location is the only station record field that is required by MAT—see “DES” below. MAT validates this field during data entry and will not allow non-unique values or no value.

The Location field is not stored in the Meridian 1 system. Data retrieved from Meridian 1 containing stations not currently defined in MAT will have the fully qualified Terminal Number field value (with dashes for separators instead of blanks) assigned to the Location field. You can edit this value to conform with the site Location value rules.

DES

The DES field is a required field for stations on the Meridian 1. It is possible within MAT to create a station with no DES field value (the value can be assigned using the Administration option of the Features function in Station Configuration). In such cases, MAT attempts to assign the first 6 characters of the Location value to DES. If this value contains non-alphanumeric values MAT leaves DES blank (Location can contain all DOS-acceptable characters, DES must have only letters and numbers).

Any station with no DES value will cause a failure in transmission of MAT data to Meridian 1. Station Configuration has a Validation utility that checks the DES and any other field values that can cause transmission failures. Refer to “Station Data Validation” on page 38.

Meridian 1 data retrieved from a site will always have a DES value for all stations.

Sync Status

The Station list includes the current Synchronization status. Values include:

- **NEW**—a station that has been created on MAT but not yet transmitted to the Meridian 1 system.
- **TRN**—a station that has been synchronized with the Meridian 1 system. The MAT system has determined that the version of this station in the MAT PC database is consistent with the version of this station on the Meridian 1 system.
- **CHG**, or **RPL**—a station that has been changed (or marked for replacement) on the Meridian 1 system. The MAT system has determined that the station has been updated on the MAT PC database and that the version on the Meridian 1 system does not yet reflect the MAT system update activity.
- **OUT**—a station that has been marked for deletion on the MAT PC database. It will not be deleted from the MAT PC database until the station has been OUTed (deleted) on the Meridian 1 system during a Synchronization/Transmit operation. A MAT user may update a station marked OUT. The MAT system will ask whether the station is to be restored before allowing you to update the station.

The MAT **Delete** or **Cut** operation works slightly differently depending on the stations synchronization status. A station marked **NEW** may be deleted immediately from the MAT PC database, since it has not been configured on the Meridian 1 system. A station with any other status is marked **OUT**, since the station must be OUTed on the Meridian 1 system before the station may actually be deleted from the MAT PC database. A station marked **OUT** will continue to appear in the list of stations until it has been successfully OUTed from the Meridian 1 system. A station with a status of **OUT** on the MAT PC database on which you apply **Edit/Cut** or **Edit/Delete** will continue to be marked **OUT** until it has been successfully synchronized.

Synchronization Considerations

If the Site is in Maintenance mode (set in the Messages function of the Site Configuration Meridian 1 view), you are prompted to schedule data transmission to Meridian 1 when any modifications are made to the data stored in MAT.

You can schedule synchronization when prompted, or schedule later.

Reports and Text Files

All log report activity is performed, by default, in the current working directory for the Site (the site subdirectory in your PC system). Other reports are sent to the PC directory of your choice. Here is a list of text files with the appropriate DOS extension found in the working directory:

- Report Forms (*filename.FRM*)
- Reports (*filename.TXT*)
- Validation Data (you provide the extension)
- Designation Strips (you provide the extension)
- Communications Logs (*filename.LOG*)

You need only supply the (up to eight character) DOS *filename* when prompted to save these files—MAT automatically supplies the appropriate extension.

Parsing Retrieved Data

Meridian 1 data retrieval is actually a two-stage task. MAT first retrieves the data to a file in the current working directory, then parses the file to conform with the MAT database rules.

The switch connection is only required during the retrieval stage. If you are connected to the switch through a modem, MAT will disconnect the modem immediately after the retrieval and before the parse. The parsing takes place on the PC only. If you interrupt the parse, for example by turning off or rebooting the PC, it can be restarted by using the Parse Only function under the Synchronization Retrieve Menu Item.

Multi-Tenant

If the TENA package is equipped, you must supply a tenant number (TEN).

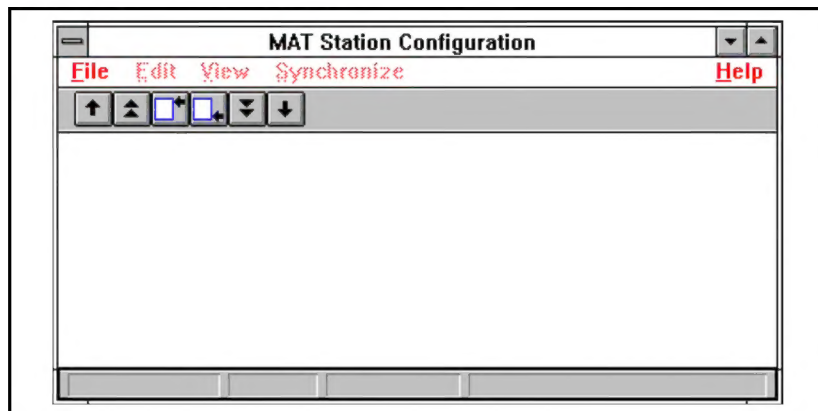
Site Hardware

During station data retrieval (and for conversion from STADATA), the Site Hardware information is updated with cards that will support the type of stations being retrieved. This may not actually match the hardware used (although it will be compatible). If an exact match is required, you must manually update the Hardware data in the Site Configuration module.

Station configuration window

When you start the Station Configuration, the MAT Station Configuration application window will open, allowing access to station data for a single Meridian 1 site. Here is the MAT Station Configuration window as first displayed.

Figure 1
Station Configuration window



When the window is first displayed, the working area is empty and some of the functions in the menu bar are dimmed. You must open a site to work with the stations associated with that site.

The MAT security system allows the system administrator to make functions available on a user-by-user basis. Those menu items that are not available to you are shown dimmed. The menu bar contains the following drop-down menus:

- File
- Edit
- View
- Synchronize
- Help

File Menu

Use the File menu to access the station data of a selected site.

Open Site: Displays a dialog that enables you to select a site to use. MAT closes the current site before opening another.

Close Site: Closes the files of the current site.

Reports: Lets you design and generate reports based on existing station data. This option opens the Report Generator module of the MAT application. The existing reports follow:

- Bridges: a list of bridges on the system
- Multiple appearances: a list of multiple-appearance stations

Print: Sends the station list to a MAT viewer (described in “Generating Reports” on page 101) where you can browse and print the data. Choose from the following display formats:

- Short Format: one-page abbreviated list of station data
- By Feature Group: station data by Feature Group
- By Field Mnemonic: station data by Meridian 1 Field Mnemonic

Desig. Strip: Sends data for labeling buttons and keys on an instrument to a MAT viewer where you can browse and print the data. This item does not appear in the drop-down menu until a Site is chosen.

Validate: Validates field values (all or partial, selectable in a submenu) for selected station records.

Exit: Closes Station Administration and returns to the Meridian Administration Tools window. MAT automatically saves Station updates as they are made. This means that you need not close an open site before quitting the application.

Edit Menu

Use the Edit menu to manipulate data within an open site. Refer to the *Common Services User Guide* for details on **Undo** and **Cut/Copy/Paste**. The MAT-specific actions include:

Add / Delete / Update: Adds/removes/modifies stations for the currently open site.

Global Update/Select/Select All: Allows you to modify selected fields in a group of selected stations.

View Menu

Use the View menu to choose the station data parameters you wish to view. The currently selected view is indicated by a check-mark against the menu selection and is displayed in the status bar of the main window.

Station: This option displays a list of all stations defined for this site. When you choose an Edit function, the highlighted station record is opened. If none are defined, you can only select **Edit - Add**.

Template: This option accesses templates that contain station definitions that the open site may use frequently.

Sort: This option only appears when the Station view is selected. The list can be sorted by a criterion selected from a submenu that appears when you choose this item. The criteria include:

- Name
- Directory Number
- Location
- Terminal Number
- Instrument Type
- Sync Status

Note: Sorting only affects the displayed list. It does not change the actual order of the station records within the database.

Synchronize Menu

Use the Synchronize menu to schedule communications with the Meridian 1 system. The Synchronize menu lets you set up reception or transmission of station data using the MAT system communications functions. See “Communicating with Meridian 1” on page 75.

Retrieve: Allows selection of station data for retrieval from the Meridian 1 site into the station database. You can define criteria to select stations for download from the Meridian 1 system. Retrieve also allows a Parse Only option that formats retrieved data for MAT.

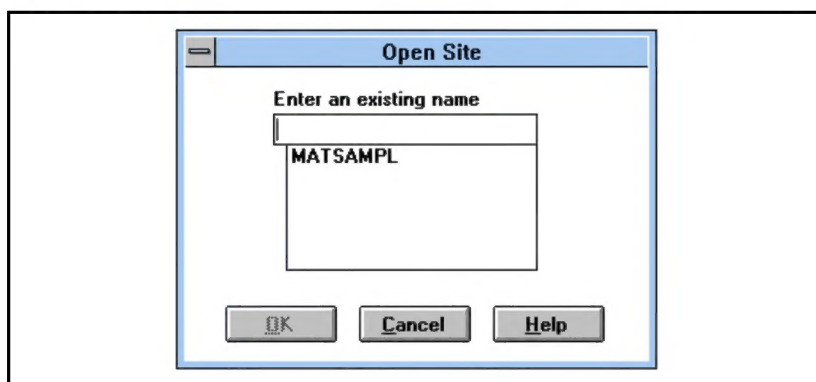
Transmit: Allows selection of station data for transmission to Meridian 1.

Accessing Station Data

You must open a site before you can access and process station data. If the data you wish to access has been previously stored in STADATA format, you must run the MAT Convert utility to convert the data to the format used in MAT. If you choose to open a different site, MAT closes the current site before opening the other site.

Choose Open Site from the File menu to display the Open Site dialog.

Figure 2
Open Site dialog



The dialog contains a text box with a list of all sites defined on your MAT system.

On initial display, the **OK** button is dimmed. It will remain dimmed until the text box contains a valid site.

You can type data directly into the text box or you can select an item from the list. The text box accepts any alphanumeric data. Choose **OK** to open the site and exit to the Station Configuration window.

When a site is open, the work area contains a scrollable list of items (selectable in the View menu) in the current site database in a one-line-per-record format. If the entire data for each list item is not in the text box, use the horizontal scroll bar to browse the entire line.

The Edit menu lets you manipulate list items and the associated data. The functions available in the Edit menu act on selected list items. Selected items are highlighted.

The Station View

Choose View - Station to display the list of stations defined for the open site. Each line in the list contains the following information for one station. Refer to “Station Data Manipulation” on page 21 for a more complete description of these fields.

Location: A unique station identifier. MAT uses the value here as an index to the station.

Type: The instrument defined for the station.

Sync Status: An indication of whether Meridian 1 data and the data in MAT are synchronized. The following list defines the status for station data:

- **NEW:** A station defined in MAT that has never been uploaded to the Meridian 1.
- **TRN:** The station is synchronized with the Meridian 1.
- **CHG:** The station has been modified in MAT but not in Meridian 1.
- **RPL:** A station defined in MAT to replace synchronized station data.
- **OUT:** A synchronized station deleted from MAT but not yet from the Meridian 1.

Prime DN: The prime directory number.

Terminal Number: The station terminal number, representing the address within the Meridian 1 system (Loop # - Shelf # - Card # - Unit#).

Last/First Name: The station user's name.

Department: The department in which the station is used.

This represents part of the data record for a station so that you can identify that station in the listing. The rest of the station data is available as described in “Station Data Manipulation” on page 21.

The Template View

Choose View - Template to display a list of station templates defined for the open site. The list contains the same information for a template as the Station view contains for a station. The value of the **Location** field in the list is the actual name of the template as displayed in the template list field of the Add Station dialog.

New Stations

You can add new stations to the list in the Station Configuration view. Use a template that defines data for the station or stations that you are adding, or add each station individually. You must give each new station a unique identifier (the Location field value). If the Site is set up to display maintenance messages, you are prompted to schedule communication with Meridian 1 whenever you add new stations in MAT. You can synchronize the system data now, schedule a time for synchronization, or cancel the prompt and schedule synchronization later. See “Communicating with Meridian 1” on page 75.)

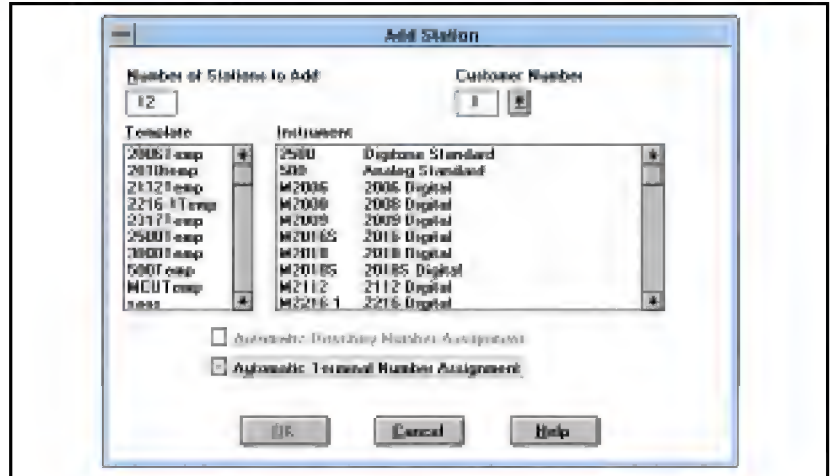
Station Template

Data that is common to many stations can be stored in a template. In a single operation, using a template, you can define multiple stations which have data in common. The only data that must be added to stations defined with a template is a unique identifier (Location), so that each station added using the template can be identified in the list and by the Station module. A template can contain all or part of a station definition and stations defined using templates can be manipulated in the same way as stations defined individually. You can manipulate template data in exactly the same way as station data.

Add Stations

To add new stations, choose **Add** from the Edit menu of the Station Configuration window Station view. The Add Station dialog appears.

Figure 3
Add Station dialog



You can enter data in the following fields of this dialog:

Number of Stations to Add: This is a decimal numeric field in the range 1 - 999.

Customer Number: A drop-down list containing the customers defined in the site configuration.

Template: This field is a single choice, scrollable list.

Note: This field and the **Instrument** field are mutually exclusive. Since you are not using a template in this case, do not use this field.

Instrument: This field is a single choice, scrollable list field. It is a list of possible devices (phone sets, data sets, etc.) that a station can use. The currently selected device is highlighted.

Note: This field and the **Template** field are mutually exclusive. An instrument would be defined in the template—if an instrument is selected, there can be no selected template.

Automatic Directory Number Assignment: A check box that lets you select whether the DN of the stations is assigned manually or by the MAT system. If the box is checked, the DN is assigned automatically for each station added. The assigned DN is the next available number in the Customer Numbering Plan for this site (refer to the *MAT Common Services User Guide* for more information). Typically, this is performed with a template that shows which key will be configured with a DN assignment feature. If no partial DN specification is provided, only non-DID DNs will be assigned. To assign a DID DN automatically, you must provide a partial DN in the DN field for the key.

Note: This option is dimmed when adding a station—use only with a template.

Automatic Terminal Number Assignment: A check-box that lets you select whether the TN of the stations will be assigned manually or by the MAT system. If the box is checked, the TN is assigned automatically for each station. The assigned TN is the first address (Loop, Shelf, Card, Unit) available for the specified instrument as defined in the Hardware designation for this site. MAT does not choose TNs sequentially, but distributes them among valid hardware types. Please refer to the *MAT Common Services User Guide* for more information.

Phantom: A check box that allows you to select whether the station(s) added are phantom stations or regular stations. If the box is checked, the station(s) will be phantoms.

Note: This option appears only for sites with Phantom TN package 254. Additionally, it is dimmed if a template is selected or if a multi-line instrument is selected.

At any time, you can choose **Cancel** to return to the Station list window without adding stations.

When the data for this dialog is complete, choose **OK** to display one of the two dialogs below:

Adding a Single Station

If you are adding a single station, the dialog for the selected set is displayed. You can update the station data now or just give it a unique identifier in the **Location** field and choose **OK** to accept the current data and update later if required (see “Station Data Manipulation” on page 21).

Adding Multiple Stations

If you are adding more than one station, the Multiple Station Add dialog is displayed. This dialog lets you define some aspects of each station to be added. If you used a template for station definition, much of the station data may already be defined.

Figure 4
Multiple Station Add dialog

Customer	Location	Name
1	1	
1	1	
1	1	

Buttons: Add, Update, Delete

Customer: [1] Location: [1] Name: []

Buttons: OK, Cancel, Help

The dialog contains an updatable list box containing the stations. The following data fields allow you to define or update the stations in the list.

Customer: The number of the customer to whom the station belongs (this field defaults to 0, or, if you are using a template, the value in the Add Station dialog). The drop-down list contains numbers for customers defined in the Site configuration (refer to the *MAT Common Services User Guide* for more information).

Location: This is the unique station identifier field. Upon opening the dialog, the value is a holding value indicated by asterisks. You must redefine this field as a unique value for the site. You cannot add these stations until each has a unique value in this field. This field can contain up to 12 contiguous DOS-compatible characters (Letters and numerals only). This is the only required field.

Name: The value here is taken from the values, if any, of the First Name (up to 15 characters) and Last Name (up to 20 characters), concatenated in the template you selected for the stations to be added in the Add Station dialog.

Department: This value is taken from the value, if any, in the template you selected for the stations to be added in the Add Station dialog (up to 31 characters).

Use the function buttons to perform the following operations on the station:

Add: Add another station to the bottom of the list (using the template of the current list items). The new station becomes the current selection.

Update: Insert the values in the data fields into the selected station.

Delete: Remove the selected station from the list.

You can now insert other values in the fields of the selected station using the text boxes in the data input part of the dialog. The **Location** field of each item must contain a unique value for MAT to accept these new stations.

Location: This is the unique station identifier field. It can contain up to twelve contiguous DOS-compatible characters. If the DES field of the station is not defined, it is assigned the first six characters of this field (providing they are made up of letters and numbers only).

First: This optional field usually contains the first name of the person who uses the station. This field can include up to 15 characters.

Last: This optional field usually contains the last name of the person who uses the station. This field can include up to 20 characters.

Department: This optional field can contain up to 31 characters that represent the department that will include this station.

Adding the Stations

When you have defined the station or stations that you wish to add, choose **OK** in the dialog. If the **Location** field for one or more of the stations is not unique, an error box appears. Choose **OK** in the error box to return to the previous dialog to make the correction.

MAT adds the accepted station or stations to the MAT Station database. If the Site has been set up to display maintenance messages (See the *MAT Common Services User Guide* for more information), you are prompted, in a Synchronization dialog, to set up communication with the Meridian 1 system. See “Communicating with Meridian 1” on page 75.

Choose **Cancel** in the Synchronization dialog to return to the Station Configuration list. The new stations are added with a status of NEW. In this case, you can use the Synchronize menu at a more convenient time to set up communications.

Deleting Stations

You can select stations for deletion from the Station Configuration Station list view. Use one of the following methods to remove them from the MAT database:

- Use the **Delete** key
- Choose **Delete** from the Edit menu
- Choose **Cut** from the Edit menu

Each method displays a **Yes/ No** confirmation prompt before removing the stations. If you choose **Yes**, MAT removes the stations from the MAT station database.

There are special considerations to bear in mind when deleting stations that contain references to Voice Mailbox directory numbers. Refer to “Voice Mailbox” on page 53 for more information.

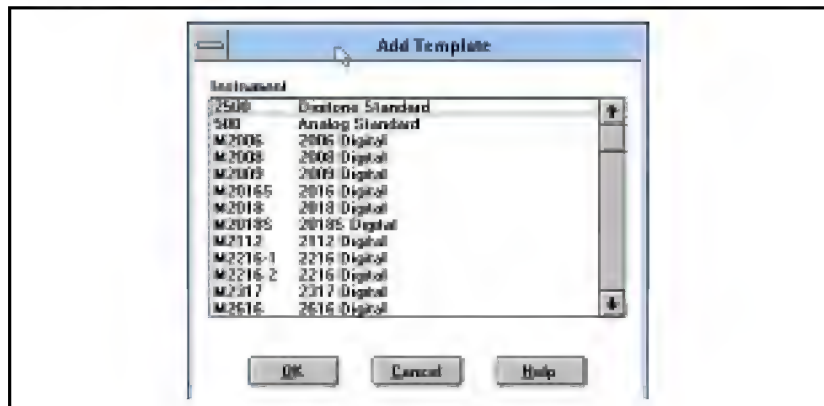
If the stations to be deleted have never been synchronized with Meridian 1 (Sync status is NEW) they are removed from the list in the window. In this case you can bring the stations back by choosing **Undo Delete** from the Edit menu. This undelete is only available until you perform another edit function on the station list.

If the Sync status is not NEW, deleted stations are marked for deletion from Meridian 1 at sync time by setting the sync status to OUT. These stations will not be deleted from the list until synchronization. If you attempt to manipulate such stations, you are prompted to bring them back before the update can be performed. If you do bring them back, the status is set to CHG. Attempts to delete stations with sync status OUT are ignored.

Adding a Station Template

You can use a template of station data to add multiple stations (or a single station) with common data. To create a template, use Edit - Add in the Station Configuration list view window with the View - Template option selected. This displays an Add Template dialog containing a list of instruments (sets) that you can use with this particular site.

Figure 5
Add Template dialog



Select an instrument you wish to use for this template and choose **OK** to display the dialog for the instrument. You can manipulate the data in this template as if it were a regular station (see “Station Data Manipulation” on page 21).

Phantom: a check box that allows you to select whether the template added is a phantom template or a regular template. If the box is checked, the template will be a phantom template.

Note: This option appears only for sites with the Phantom TN package (254).

You are still required to insert a unique identifier in the Location field before the template is accepted. The data entered is used by MAT as the template name (displayed in the Add Station dialog).

If you wish to modify an existing template, proceed as if it were a single station. Use **Edit - Update** in the Station Configuration window with **View - Template** selected.

Station Data Manipulation

MAT displays individual station data in a dialog that graphically represents the set used at that station. If the set has push-button function ability, these are displayed and can be selected like all other fields. Some data entry fields (those that use DN or TN data, for example) can be double-clicked to display options for that field.

Data manipulation is described for a typical set (M2616). Most other instruments contain a subset of the data for this instrument, and the update procedure for each field and function is the same as that described here.

Whenever you modify station data that has already been synchronized with the switch, the Sync Status for that station is set to CHG. This is an indication that MAT and Meridian 1 are not in sync. If the Site Configuration has been set up to display maintenance messages, you are prompted to set up communication with the Meridian 1 system. You can synchronize the data at this time, schedule a time for synchronization or cancel the prompt and schedule synchronization later. See “Communicating with Meridian 1” on page 75.

Updating Stations

MAT displays a list of stations for the selected site in the Station Configuration when you select **View - Station**. You can update the data for any station by selecting the desired station and choosing **Update** from the Edit menu. This displays the dialog for the set that the station currently uses. You can update multiple stations at one time. See “Global Update” on page 59.

Station Data

Typically, the dialog associated with a particular set will contain a subset of the data fields and functions listed here for the M2616 set.

Figure 6
Station Data dialog

M2616

First Name: Last Name:

Customer:

Location:

Department:

Terminal Number:

Hunt to:

External Hunt to:

Call Forward NA to:

External Call Forward NA to:

Add On Modules:

Buttons: OK, Cancel, Features, Admin.., Validate, Help

Key		Function
Key 15		Program
Key 14		Call Wait
Key 13		Conference
Key 12		Ring Again
Key 11		Forward
Key 10		Int. Fwd
Key 9		Transfer
Key 8		4111

In addition to the normal **OK**, **Cancel** and **Help** functions, the set dialog may have other function buttons such as **Features** and **Admin**. These functions are described in “Button Features” on page 29 and “Administration” on page 32, respectively.

The dialog shown above is for an “M” series digital set. Functions and options assignment is described in “Key Assignments” on page 25. An additional Key Features Edit field is displayed for analog sets to allow you to assign key functions. This field is described in “Key Features” on page 31.

The data fields for a set are a subset of the following:

First Name/ Last Name: Two optional text fields. The **First Name** field is typically the first name of the person associated with this station. The **Last Name** field is typically the last name of the person associated with this station.

Customer: A drop-down list containing the customers defined in the Site Configuration.

Location: A required, up to 12-character field, that must be a unique identifying code for this station. The MAT system will not let you assign a code already in use for this site. This is the only required field.

If DES is not defined (MAT data only), then MAT assigns the first six alphanumeric characters of the Location field when MAT data is synchronized with Meridian 1.

Note: On receiving station data from the Meridian 1 that is not defined in MAT, the Location field is assigned the full TN value, including hyphen separators, of the station.

Department: A character scrolling field that you can use to define the department in which this station is used.

Terminal Number: An optional field containing up to four separate numeric fields that represent the Meridian 1 address (Loop, Shelf, Card and Circuit) used by this station. Refer to “Terminal Number Assignment” on page 28.

Hunt to/ External Hunt to: An optional field that can contain a DN that will receive calls if this station is busy. You can use any telephone number, even one that is external to this site. You can also double-click this field to choose from the DN list defined in the Customer’s Number Plan for this site. The External Hunt is for incoming calls that are not from a DN from the Numbering Plan. Refer to “Directory Number Assignment” on page 26.

Call Forward to/ External Call Forward to: An optional field that can contain the DN that receives calls if there is no answer at this station after a predetermined number of rings. These fields operate in the same way as the **Hunt to** and **External Hunt to** fields.

Directory Number: On analog sets, this field contains the DN for the station. Refer to “Directory Number Assignment” on page 26.

In addition to these fields, a station may have function/option keys or key lamps available to you. See “Key Assignments” on page 25. Some sets can have additional keys as add on units. In such cases, one of the following fields is available in the dialog:

Add on Modules: This numeric field, only available in non-SL-1 digital sets, indicates how many add on modules this set has. It is a numeric field that can contain a number in the range 0–2. If you enter 1 or 2 in this field, the number is validated when the cursor is moved out of this field. Additional function buttons, labeled **Add on 1** and **Add on 2**, are displayed in the dialog. You can select one of these buttons to display a dialog that graphically represents the keys of the add on module. Assigning features to the add on keys involves the same procedure as for regular keys on the set.

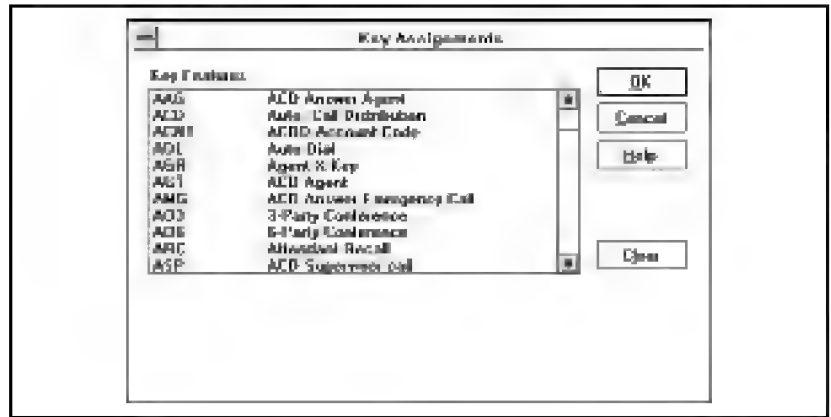
Key Lamp Strips: This field is only available in SL-1 digital sets. It is a numeric field that can contain a number in the range 1-7. The default is 1 which represents the key lamps on the basic set. If you enter a number up to 7 in this field, the new number is validated when the cursor is moved out of the field. That number of additional function buttons (less the one on the set), labeled KLS 2-7, is displayed in this dialog. You can select one of these buttons to display a dialog that graphically represents the keys of the add on module. Assigning features to the add on keys is the same procedure as for regular keys on the set.

For sets that do not have keys or key lamps, the available features assignment dialog is displayed within the set dialog itself. The assignment procedure is as described in “Key Assignments” on page 25.

Key Assignments

In addition to the data fields, the set may have keys to which you can attach feature functions. When you select a key, a Key Assignments dialog containing a single-selection scrollable list of Key Features is displayed. The features listed are defined for this set using the Features button on the instrument dialog. Refer to “Station Features” lists in the Appendix to this document.

Figure 7
Key Assignments dialog



In addition to the usual **OK**, **Cancel** and **Help** function buttons, the dialog has a **Clear** function button that you can use to remove any feature attached to the selected key on the set (to assign a different feature, it is not necessary to first clear the current feature). You may also enter the first letter of the Key Feature of interest to move to that section in the list.

The dialog contains a single-selection Key Features list. The currently selected feature is highlighted. Select using the mouse or the up/down arrow keys.

Choose **Cancel** at any time to return to the set dialog without changing the current key assignment. Choose **OK** to assign the selected feature to the key.

Some of the features require you to enter additional information. When you select one of these, text entry boxes are displayed in the dialog. You can double-click on a DN text entry box to display the list of DNs in the customer's Numbering Plan that are available to the selected feature (see "Directory Number Assignment" on page 26).

Directory Number Assignment

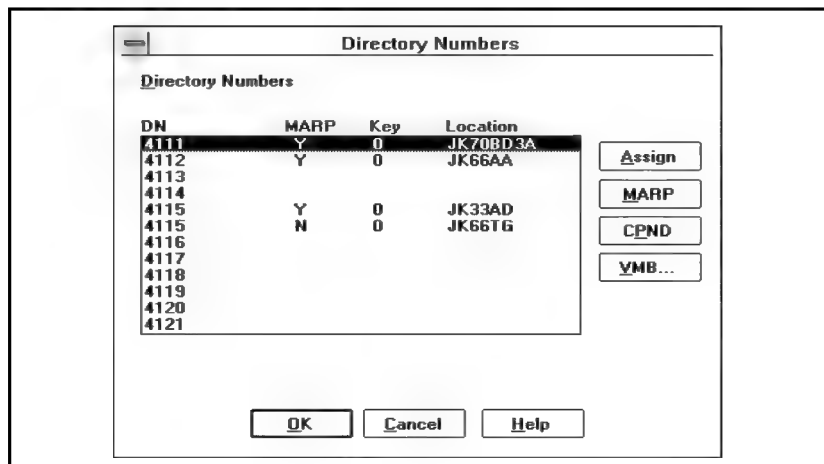
There are three kinds of DNs:

- 1 A DN assigned to the station. This must be in the customer's Numbering Plan as defined for the site.
- 2 A DN referred to by this station (message center, for example) that must be in this customer's Numbering Plan.
- 3 A DN referred to by this station (Call Forward, for example) that can be the number for any station—external or within the Numbering Plan.

To enter a DN in a field, you can type the number or double-click to display a list of DNs used in the Numbering Plan for the customer.

A manually entered number for DN categories 1 and 2 above will not be accepted if it is not contained in the plan.

Figure 8
Directory Numbers dialog



If you are assigning a DN to this station (versus referring to the DN of another station as in forwarding or hunting options) the dialog allows functions in addition to the usual **Cancel**, **Help** and **OK** buttons:

- **Assign** - assigns the highlighted DN to the key.
- **MARP** - If the assigned DN is being used by another station you can assign incoming calls to that DN to this station with the MARP button. To assign incoming calls to the other station, you must update the other station and select the MARP function here. This button toggles the current MARP assignment.
- **CPND** - A CPND display dialog allows you to define how calls from this station are displayed to the receiving station. See “CPND Data Considerations” on page 41.
- **VMB** - A VMB display dialog allows data associated with a DN (which serves as a mailbox ID) rather than a TN. You can modify the VMB data from any station which has the mailbox icon. Refer to “Voice Mailbox” on page 53.

The dialog contains a single-selection list of DNs defined in the numbering plan for this site. Those numbers that are already assigned also have MARP and Location data listed. The currently selected number is highlighted. If you are assigning a DN to this station, the dialog also contains a display-only box with the current DN assignment entered.

At any time, choose **Cancel** to return to the previous window without changing the current assignment. Choose **OK** to assign the DN and return to the previous window.

Terminal Number Assignment

The Terminal Number (TN) is the full hardware address of the port to which this station is attached. If a field requires a Terminal Number entry, you can manually enter data or you can select from a list of available TNs. The data entry must be in the format:

lll s cc nn

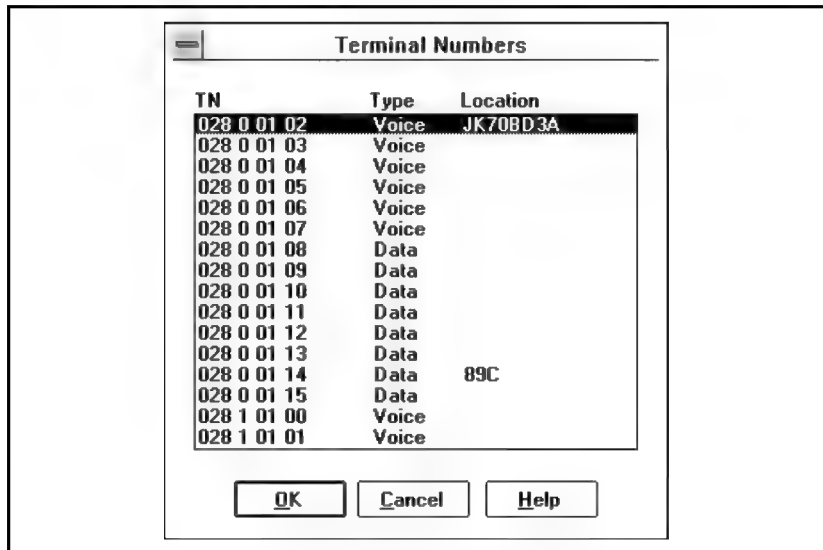
Where:

- lll = The number of the Meridian 1 loop.
- s = The number of the system shelf.
- cc = The number of the shelf card position.
- nn = The number of the card circuit (port).

The range of numbers available depends on the hardware configuration and software release in use at the site.

Double-click on the field to display a list of available TNs. The list shows the Location for all TNs that are already assigned.

Figure 9
Terminal Numbers dialog



The dialog contains a single-selection list of TNs defined in the site Hardware file that permit access to the set defined for this station. The current selection is highlighted.

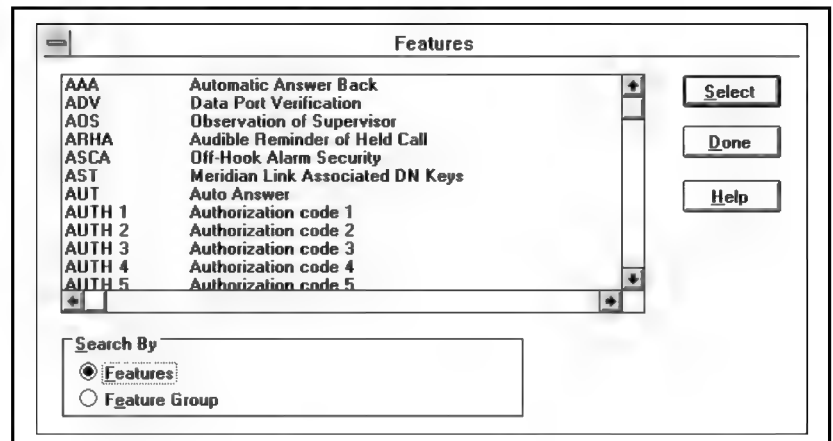
At any time, choose **Cancel** to return to the previous window (Set dialog) without changing the current assignment. Select a TN and choose **OK** to assign the TN and return to the set dialog. The MAT system validates the TN for availability and permissibility using the Hardware assignments stored during Site configuration, and assigns the TN.

A manually entered number is not accepted if it is not permitted by the selected instrument assignment in the site hardware data description. To enter valid data here, you must know the hardware configuration for the site.

Button Features

The Features button on the set dialog lets you examine and update station features and options defined for your site. The Features button displays a list box containing a single-selection scrollable list of Features or Feature Groups. The definitive list of features and groups is listed in “Feature Groups and MNEMONICS” on page 165.

Figure 10
Features dialog



You can choose to sort by either Features or Feature Groups by choosing the appropriate radio button. “Features” sorts the feature alphabetically by Meridian 1 mnemonic. “Feature Groups” organizes the features into related categories.

The dialog contains **Select**, **Done** and **Help** function buttons. **Help** displays on-line help for this dialog. **Done** returns to the set dialog and **Select** displays a dialog associated with the selected feature that lets you define appropriate parameters for that feature, and perhaps assign the feature to a key.

You can examine and modify any number of features in one session by selecting another feature each time you return to this dialog from the Feature dialog. You can modify features until you have completely defined the features for this station.

When you are finished defining or examining features, choose **Done** to return to the set dialog. If you have assigned keys, the appropriate keys are labeled in the set dialog.

Feature Group category

When you select **Search by Feature Group** and choose **Select** in the Features dialog, a dialog that defines the selected feature appears. The dialog shown here is for the Call Pickup feature. The other dialogs are similar in appearance.

Figure 11
Search by Feature Group dialog (example)

Call Pickup							
Ringing Number Pick-up Group (RNP6)							
Pickup Ringing Number in Home Group (PUA)	Denied						
Group Pickup (GPU)	Denied						
Directory Number Pickup (DPUA)	Denied						
Key Features: <table border="1"> <tbody> <tr> <td>RNP</td> <td>Ringing Number Pick-up</td> </tr> <tr> <td>DPU</td> <td>DN Pickup</td> </tr> <tr> <td>GPU</td> <td>Group Pickup</td> </tr> </tbody> </table>		RNP	Ringing Number Pick-up	DPU	DN Pickup	GPU	Group Pickup
RNP	Ringing Number Pick-up						
DPU	DN Pickup						
GPU	Group Pickup						
OK Cancel Help							

The dialog contains fields (usually text boxes associated with drop-down selection lists) that define the functionality of the feature. If the feature can be assigned to a key, the dialog also contains a Key Features list of functions that can be assigned to a key for this feature.

Forced targets

Certain validations force certain classes to a particular target value. For example, filling in the “Flexible Call Forward No Answer DN (FDN)” field of call redirection forces “Call Forward No Answer (FNA) to “Allowed”. This target enforcement occurs only as the feature dialog is exited. There may be a noticeable flickering of the screen as the values are forced and the dialog exits.

Key Features

The Key Features field is a single-selection list of features associated with this feature group. You can assign the function selected in this list to a key for the current station.

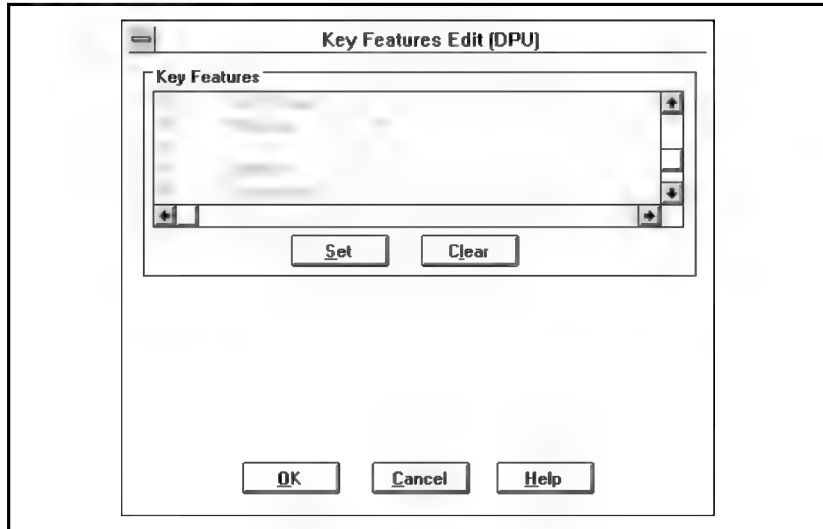
You assign features to a key from the Features definition dialog. Double click the desired function in the Key Features list of the Features dialog to display the Key Features Edit dialog for the selected function.

The dialog shows a single-selection list of key numbers. Each key in the list shows any already-assigned feature (and associated DN if applicable). The list is dimmed except for any assignment made during this session. The Key Features field is displayed as part of the set dialog for SL-1 type digital sets.

The list field is associated with two function keys, Set and Clear. If the selected key is already assigned, the **Set** function is dimmed. Use the **Clear** function to remove a key assignment. Use the **Set** function to assign the current feature to an unassigned key.

At any time, choose **Cancel** to return to the Features definition dialog without changing the current key assignments. Choose **OK** to assign key function and return to the Features definition dialog.

Figure 12
Key Features dialog



Administration

Choose **Admin** in the Set dialog to display the Administration dialog. The Administration dialog allows you to assign values to fields that MAT uses in classifying and administering station data. These fields are not part of the Meridian 1 data block. The User Fields and their labels are assigned in the MAT Site Configuration.

User Fields: User field headings are defined at the site level and allow values to be assigned to customer-defined fields in the station database. This option contains text boxes so that you can assign specific values to these fields for this station.

The data entry fields in this dialog include:

Category: A drop-down list of line connection types for this station

Color: A drop-down list of colors available for this instrument.

Power Fail Trunk TN: A text box for the TN used if the system power fails.

Figure 13
Administration dialog

The Administration dialog box is titled "Administration". It contains several sections:

- User Fields:** A grid of ten text input fields labeled "User Field 0" through "User Field 9".
- Admin Fields:** A section containing four text input fields: "Equipment Cost", "Division", "Cost ID", and "Billing Auth Code".
- Category:** A dropdown menu currently showing "Regular".
- Color:** A text input field with a small color selection icon to its right.
- Pwr Fail TN:** A text input field.
- LDN Index:** Three radio buttons labeled 1, 2, and 3. Radio button 1 is selected.
- Comment:** A large text area for entering a comment.
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

Listed Directory Number Index: Radio buttons to define which of three indexes contains the DN for this station. A DN index is set up at the site level when the Numbering plan is defined. The index is used while viewing and printing designation strips for this instrument.

Admin Fields: The Admin fields are used by the Call Accounting Billing Database for billing purposes and other types of lost allocation. Refer to the *MAT Call Accounting User Guide* Database Maintenance section for details.

- **Equipment Cost:** Enter a fixed monthly cost to be charged to this extension for any equipment which is assigned to it. The system charges this cost on the reports whether or not any calls were placed by this extension. The maximum allowable charge is 9999.99.

- **Cost ID:** Enter 1 in this field if this employee is the primary user of a shared extension. All call charges will be assigned to that employee. Enter 2 or greater for all secondary users of the extension. The system assigns equipment charges to all employees regardless of the number entered.

The ID field also provides information regarding an entry. A **T** in this field indicates that the Extension field is not an extension number but the trunk number of a trunk line. This feature is particularly useful in two situations:

- Nodes in a tie line network; the node is the tandem point for calls placed within the network.
- Nodes offering Direct Inward Service Access (DISA).

Call Accounting reports on all calls that have originated on this trunk and then have gone to use another service within the Meridian 1. For example, a call comes in on the tie line from the Branch office and then uses combination trunk lines to go outside of the office.

Call accounting can also accumulate total call volumes and costs for an office net location by treating the location as a unique department in the organization.

- **Division:** The Division field is a 10 character alphanumeric box. The division provides the next level or cost breakdown in the accounting structure.
- **Billing Auth Code:** The Authorization Code field is a 10 digit numeric field. This feature allows you to bill back to a particular extension by using the authorization code feature of the Meridian 1 regardless of the extension from which the call was placed.

Comment: A free-form text field for comments about this station.

Designation Strips

A telephone set can have many features and services available by function buttons and indicators. A Designation Strip is a printout of labels that can be attached to the telephone set to indicate the function of the various buttons and indicators on the set (and also the DN of the station using the set). The MAT Station module contains a Designation Strip utility available from the File menu. This utility creates files that let you examine and print Designation Strips created from the data defining the stations.

A Designation Strip will typically contain the directory number for a single line set. In addition, sets with key caps that designate a DN (for multi-line sets) or reference other DNs also appear in the Strip.

Designating Directory Numbers

A Meridian 1 site can have up to three listed directory numbers (LDN). The site Numbering Plan defines whether ranges of directory numbers (DN) are set for direct inward dialed (DID) or not. Typically, a station DN, as defined for the Designation Strip, is a regular 10 digit telephone number with an extension:

(aaa) xxx-aaaa Ext bbbb

Where:

aaa	represents the area code
xxx	represents the exchange
aaaa	represents the number
bbbb	represents the extension

The Designation Strip utility examines the Site Configuration Customer data to determine the LDN used by the station. The utility determines whether the station DN is in a DID range defined in the site Numbering Plan. The following are the two possible results:

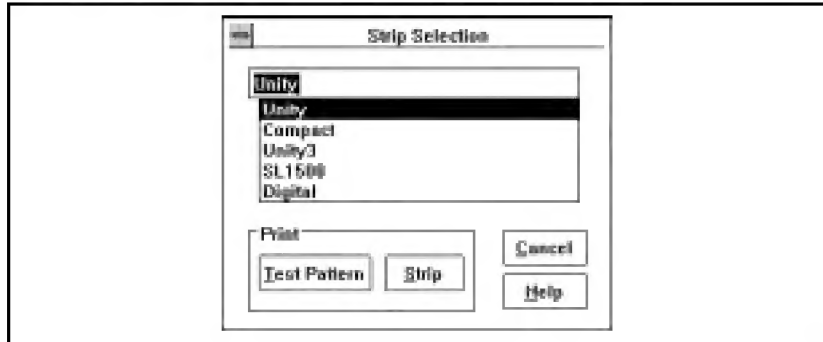
Non-DID number: The Strip prints the LDN and uses the station DN for the Extension.

DID Number: The Strip gets the area code (aaa) from the LDN, the exchange (xxx) from the DID number, the number (aaaa) from the last 4 digits of the DN and the extension (bbbb) from the station DN.

Display of Designation Strips

Choose Designation Strips from the File menu of the Station Configuration Station list window to display the Strip Selection dialog.

Figure 14
Strip Selection dialog



The dialog contains a single-selection scrollable list of Designation Strip types created by MAT. The current selection is highlighted.

Designation Strips are printed on special forms in the following form layouts:

- Unity Unity 1 and Unity 2 sets
- Compact older SL-1 type sets
- Unity 3 Unity 3 sets (including M3000 series digital sets)
- SL-1/500 normal SL-1 type sets and 500/2500 sets
- Digital M2000 series digital sets

All other sets use the SL-1/500 Strip layout.

The function buttons in the Print field of the dialog send the selection to the MAT viewer so that you can browse and print the selected strip. The two buttons operate as follows:

Test Pattern: Sends a single-page dummy strip to the Viewer. Use this to print on the appropriate form and ensure that the form is aligned correctly in the printer.

Strip: Sends the Strip for stations selected in the Station Configuration view to the MAT Viewer (see “Generating Reports” on page 101 for a description of the Viewer).

Station Data Validation

The station database contains one record per station. Some of the field values in a record depend on the site configuration, the instrument used, and features and options enabled. In addition, the MAT application contains “rules” that define possible values, sizes, and ranges for the fields.

The station configuration module includes a Validation utility that checks that the values assigned to certain fields are compatible with the configuration and the MAT data rules.

The Validation function checks the currently selected station records in the Station list view before uploading to the Meridian 1. There are two options—partial and full validation. Full validation checks every field and may require considerable time.

Partial validation checks only fields that may contain data that prevents successful transmission to Meridian 1. These checks include:

- The number of ACD agents does not exceed the maximum specified in Site Configuration. This is only realistic if validating all stations. However, it is possible that the number could be exceeded even within a selected group of stations.
- Each station record contains a fully defined TN that is valid for the set as defined in the Site Hardware configuration.
- All DN assignments and references are compatible with the Site Numbering Plan.
- Each record has a valid DES field. The DES field is defined in the Administration option of the Station Feature definition function. If it has no value assigned at the time of creation, it is assigned the value of up to six leading characters of the Location field. If the first six characters of Location contain non-alphanumeric characters (hyphen, underline etc.), the DES field will be blank, thus failing validation.

Note: You can validate each station individually using the Validate function key on the set dialog.

Validating the Data

Select the stations for validation in the Station list view and choose **Validate** in the File menu to display a cascading submenu. Choose **Partial** (checks the values defined previously) or **Full** (checks all field values) to start the Validation check.

While MAT performs the checks, a status box indicates progress in single record increments. At any time, choose **Cancel** in the status box to halt the task.

Note: Choosing **Cancel** discards the validations already completed.

When the task is complete, the MAT Viewer displays the validation data. You can save this to a text file (in a user-defined file name and location), print it, or simply browse and discard it (see “Generating Reports” on page 101 for a description of the Viewer).

When the task is complete, you should send all the new or modified station and CPND information to the Meridian 1 system. You may select all the NEW or CHG stations, for example. You should apply the Validation process from the File menu to the selected stations to ensure that the entered data is consistent across all stations.